

Wisconsin Department of Safety and Professional Services

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FUNERAL DIRECTORS EXAMINING BOARD

EXAMINATION APPLICATION INSTRUCTIONS

1. FILING AN APPLICATION

The Wisconsin Funeral Directors Examination is administered by the Department of Safety and Professional Services. All new applicants for the examination must submit the following:

- A. Application for Examination (Form #1590).
- B. Official transcripts of academic college instruction (see Item 3).
- C. Certified transcript from the School of Mortuary Science attended.
- D. Fee (see Item 2).
- E. Reciprocal applicants must also provide a certification from each state in which you hold or held a license using Form #1576 (see Item 3B for requirements on obtaining Wisconsin licensure).

Retake applicants must complete and return the Application For Examination (Form #1590) and the fee listed in Item 2 below.

Completed applications should be submitted to the address listed above. Applications hand delivered or mailed by special courier should use the following street address: 1400 East Washington Avenue, Room 175, Madison, WI 53703.

2. FEES

The fees for the initial examination and the reciprocal examination are listed below. The fees must be remitted with the Application for Examination (Form #1590). Please make check or money order payable to the Department of Safety and Professional Services.

Initial Examination	\$150.00	(\$75 initial credential fee plus \$75 exam fee)
Retake exam	\$75.00	
Reciprocal Examination	\$245.00	(\$170 reciprocal initial credential fee plus \$75 exam fee)
Retake exam	\$75.00	

3. ENTRANCE REQUIREMENTS

- A. Applicants applying for the initial examination must submit evidence of having completed 9 months or more instruction in a prescribed course in a mortuary science school; and two years of academic instruction in a college or university for the following semester credit hours:

English & Speech - 6; Social Sciences - 12; Natural Sciences - 15; Business Studies - 13; Electives - 14

Official transcripts of academic college instruction must be submitted with the application for examination. The board will review the transcripts and determine that all semester credits have been completed. A certified transcript from the school of mortuary science must be submitted with the application. All college credits and completion of mortuary school must be completed at the time of application.

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B. Applicants applying for the reciprocal examination must submit all of the following:

1. Applications For Examination (Form #1590).
2. Certification (Form #1576) completed by **each** state in which you hold or held a funeral directors license.
3. Official transcript verifying completion of two academic years of instruction.
4. Official transcript verifying completion of at least 9 months or more instruction in mortuary science.
Note: Mortuary science credits cannot be used to fulfill the required two academic years of instruction credits.
5. Reciprocity application fee of \$245.00.

Requirements for licensure by reciprocity in Wisconsin are defined in sec. 445.08, Stats.:

445.08 Reciprocity in issuance of licenses

(1) Any person holding a valid license as a funeral director or embalmer in another state having requirements substantially equal to those in this state for a funeral director's license may apply for a license to practice in this state by filing with the examining board a certified statement from an authorized official of the state in which the applicant holds a license, showing the qualifications upon which said license was granted. Thereupon the examining board may, upon the payment of the required fee, issue a funeral director's license.

(4)(a) Applications for the examination at a time and place to be arranged and conducted by the examining board for a reciprocal funeral director's license shall be in writing and verified on a blank to be prescribed and furnished by the examining board, and be accompanied by such proof of compliance with the requirements for a reciprocal funeral director's license and with such other information as the examining board requires and shall be accompanied by the examination fee for each application.

4. EXAMINATION DATES AND FILING DEADLINES

The Wisconsin Funeral Directors Examining Board now accepts the National Board Examination (NBE) passing scores. Applicants who have passed the NBE will only be required to pass the Wisconsin State Laws Examination. Information on the NBE can be obtained at www.cfsbe.org. **All** applicants for an original funeral director's license will be required to pass the Wisconsin State Laws Examination and the NBE. The Funeral Service Science and Funeral Service Arts examinations will no longer be administered.

The examinations will be administered at the Department of Safety and Professional Services, 1400 E. Washington Avenue, Madison on the second Friday in February, April, June, August, October and December. The exact dates are posted on our website.

The completed application and fee must reach our office no later than 30 days before the scheduled examination. Applications will not be accepted after the deadline date.

5. EXAMINATION CONTENT

The Wisconsin State Laws examination consists of 106 multiple-choice questions on the statutes and administrative codes. A grade of 75 is required.

A copy of the Wisconsin Statutes and Administrative Code Relating to the practice of funeral directors is available on the web at <http://dsps.wi.gov> or at most public libraries. If you wish to purchase a copy, you may purchase a hard print copy from Document Sales, Department of Administration. Information for ordering a codebook may be found at <http://dsps.wi.gov/includes/catalog.htm>, by calling Document Sales at 800-362-7253 or 608-264-9419 or by email at docsales@doa.state.wi.us.

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6. ADMISSION TICKETS

An admission ticket will be mailed to each applicant approved for admission to the examination approximately 10 days prior to the examination date. The admission ticket will include the time, date and location of the examination in addition to identifying the parts of the examination for which the applicant is scheduled.

No one will be admitted to the examination without an admission ticket and an official signed identification. An acceptable form of identification is a driver's license, State of Wisconsin identification card, passport, immigration card, or notarized photograph (signed and notarized on the back of the photograph).

7. RESULTS

Applicants will receive examination results by mail within 2 weeks of taking the examination. Applicants who pass the examination will be sent instructions on how to print an APPLICATION FOR ORIGINAL FUNERAL DIRECTOR CREDENTIAL (Form #403) from our website along with the results. Apprentice applicants will not be eligible for a credential until all apprenticeship requirements have been completed.

8. EXAMINATION REVIEW

Applicants who fail the examination administered by the Department may review their failed examination(s) for a fee of \$28.00. Call the Office of Examinations at (608) 266-2852 to schedule an appointment. The request should be made at least two weeks prior to the date you would like to appear. Review of the examination is permitted up to thirty (30) days prior to the next examination date.

9. REFUND/POSTPONEMENT POLICY

The Department's refund or postponement policy is outlined in s. RL 4.06(1) and (2), Wis. Admin. Code.

RL 4.06 Refunds. 1) A refund of all but \$10.00 of the fee shall be granted if:

- (a) An applicant is found to be unqualified for an examination administered by the department or board;
 - (b) An applicant is found to be unqualified for a credential for which no examination is required;
 - (c) An applicant withdraws an application by written notice to the department or board at least 10 days in advance of any scheduled examination; or
 - (d) An applicant who fails to take an examination administered by the department or board either provides written notice at least 10 days in advance that the applicant is unable to take the examination, or if written notice was not provided, submits a written explanation satisfactory to the department or board that the applicant's failure to take the examination resulted from extreme personal hardship.
- 2) An applicant eligible for a refund may forfeit the refund and choose instead to take an examination administered within 18 months of the originally scheduled examination at no added charge.
 - 3) An applicant who misses an examination as a result of being called to active military duty shall receive a full refund, except if an examination service vendor does not refund the applicant's cost to the department or board. These costs shall not be included in the department's or board's refund to the applicant. The applicant requesting the refund must supply a copy of the call up orders or a letter from the commanding officer attesting to the call up.
 - 4) Applicants who pay fees to test providers other than the department are subject to the refund policy established by the test provider.

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10. MORTUARY SCHOOLS/SCHOOL CODES

00001	American Academy McAllister Institute of Funeral Service, New York, NY	00021	Milwaukee Area Technical College - Milwaukee, WI
00002	Catonsville Community College - Catonsville, MD	00022	Mt. Hood Community College - Gresham, OR
00003	Central State University - Edmond, OK	00023	New England Institute of Applied Arts & Sciences Boston, MA
00004	Cincinnati College of Mortuary Science - Cincinnati, OH	00024	Northampton County Area Community College - Bethlehem, PA
00005	Commonwealth College of Funeral Service - Houston, TX	00025	Northwest Mississippi Junior College - Southaven, MS
00006	Cypress College, Cypress, CA	00026	Pittsburgh Institute of Mortuary Science - Pittsburgh, PA
00007	Dallas Institute of Funeral Service - Dallas, TX	00027	St. Louis Community College - St. Louis, MO
00008	Delgado Community College - New Orleans, LA	00028	San Antonio College - St. Louis, MO
00009	East Mississippi Junior College - Cooba, MS	00029	San Francisco College of Mortuary Science - San Francisco, CA
00010	Fayetteville Technical Institute - Fayetteville, NC	00030	Simmons School of Mortuary Science - Syracuse, NY
00011	Gupton-Jones College of Funeral Service - Atlanta GA	00031	Southern Illinois University - Carbondale, IL
00012	Hudson Valley Community College - Troy, NY	00032	State University of New York - Canton, NY
00013	Jefferson State Junior College - Birmingham, AL	00033	State University of New York - Farmingdale, NY
00014	John A. Gupton College - Nashville, TN	00034	University of District of Columbia - Washington, DC
00015	John Tyler Community College - Chester, VA	00035	University of Minnesota - Minneapolis, MN
00016	Kansas City Community College - Kansas City, KS	00036	Vincennes University Junior College - Vincennes, IN
00017	McNeese State University - Lake Charles, LA	00037	Wayne State University - Detroit, MI
00018	Mercer County Community College - Trenton, NJ	00038	Worsham College of Mortuary Science - Skokie, IL
00019	Miami-Dade Community College - Miami, FL	00039	School not listed
00020	Mid-America College of Funeral Service - Jeffersonville, IN	00040	College of Boca Raton - Boca Raton, FL